



# COMMUNITY GRANTS PROGRAM TO COMBAT HIV/AIDS Guidelines

(Updated: June 2015)

## The President's Initiative

The President's Emergency Plan for Aids Relief (PEPFAR) is a U.S.-funded global program that provides treatment, prevention and care for people living with or affected by HIV/AIDS. In Uganda, the PEPFAR program is implemented by five U.S. Government agencies, which include the Centers for Disease Control and Prevention, Department of Defense, Department of State, Peace Corps, and the United States Agency for International Development. The PEPFAR program in Uganda provides treatment, reduces HIV infections, and provides care and support for more than 400,000 individuals.

## Community Grants Program

The Community Grants Program to Combat HIV/AIDS, which is funded by PEPFAR, seeks to assist communities and local Ugandan grassroots organizations with small-scale development projects to provide care and support to *key populations (KP)*, *adolescent girls and young women (AGYW)*, and *orphans and vulnerable children (OVC)*. Grants are awarded for a one-year period. The amount for each award is no more than equivalent of \$25,000 and will be paid in Ugandan Shillings. Due to the high volume of applications, we will only consider those proposals that carefully follow the application guidelines and format and answer all the questions clearly and concisely.

### ***The program must:***

- Directly support the beneficiaries in the following prioritized districts through the core intervention services, which are defined below.
- Have an evidence-based understanding of the HIV epidemics and a community member's risk of HIV and from HIV.
- Have already assessed and identified priority needs for the beneficiaries.
- Be achievable in one year.
- Have a demonstrable impact on epidemic control and the quality of lives of the infected and affected by HIV.
- Be community driven with significant community support.
- Develop linkages with other service providers in the community, including healthcare providers.
- Be sustainable. The program must include plans to ensure that the beneficiaries will receive the same level of support after the funding ends. **(Salaries, space and utility for office administration cannot be funded by this grant.)**
- Be conducted by registered non-profit Ugandan organizations.
- Produce clearly measurable results. The project needs to be able to quantify and report on the number of key population and/or OVC served with the funding received.

## **Program Priorities for Community Grants**

- 1. Support for OVC, Adolescent Girls and Young Women:** (OVC under the PEPFAR program is defined as children under the age of 18 who are orphans and/or vulnerable due to HIV, including children who are infected by HIV or being an orphan due to loss of at least one or both parents from HIV, and/or being taken care of by caregivers and other family members who are HIV positive. Adolescents are defined as between the age of 10 and 19 years and young women are defined as between the age of 20 and 24 years. The priorities are given to serve girls and women in these age groups.

Programs should emphasize family-centered socio-economic activities that are critical to mitigating the impact of HIV/AIDS on children and adolescents, including meeting their most basic needs of health, safety, stability and schooling. Programs should aim to reduce the community members' vulnerability to HIV, contribute to HIV epidemic control and prevention goals and support members' access to HIV services and retention in treatment through the following core intervention activities:

***Healthy (Access to Health and HIV services):*** promoting HIV testing for OVC and OVC households and linking HIV-positive children, adolescents and family members to healthcare facilities for care and treatment, maintaining the negative status of OVC and adolescents, establishing linkages and referral systems between community- and facility-based HIV programs, and supporting a child-focused, and family-centered approach to health and nutrition;

***Safe (Protection & Psychosocial Support):*** supporting community-level child protection/GBV prevention and response activities and referrals to other services, addressing psychosocial health among children and their caregivers, providing positive parenting skills including discipline, communication on adolescent risk and HIV disclosure, and providing supportive, child-friendly spaces for OVCs, particularly for adolescents at high risk (i.e. out-of-school girls);

***Stable (including Economic Strengthening and Social Protection Support):*** developing Household Economic Strengthening (HES) initiatives, such as savings groups, to improve family financial management, supporting market linked vocational training and other individual HES activities to promote income, and integrating HES with other child-focused interventions such as parenting;

***Schooled (Education):*** promoting equal access to education for HIV affected children, identifying key at-risk groups for education support, facilitating access to primary and secondary education through temporary and targeted support, school-based psychosocial support and safety from violence, supporting early childhood development in coordination with Prevention of Mother to Child Transmission (PMTCT) and pediatric HIV programs, and integrating it into HIV care and treatment.

### **OVC Prioritized Districts:**

**Central:** Buyende, Gomba, Jinja, Lwengo, Kayunga, Kamuli, Kalungu, Kampala, Kyegegwa, Luwero, Masaka, Mityana, Mpigi, Mubende, Mukono, Rakai, Sembabule, Wakiso

**Western:** Bundinugyo, Hoima, Isingiro, Kabale, Kabalore, Kamwenge, Kanungu, Kasese,

Kibale, Kiruhura, Kyegegwa, Kyenjojo, Masindi, Mbarara, Mitooma, Ntungamo, Rukungiri, Sheema

**Northern:** Apac, Arua, Gulu, Kitgum, Lira, Nebbi, Oyam

**Eastern:** Bugiri, Bukedea, Busia, Iganga, Katakwi, Mayuge, Namayingo, Tororo

- 2. Support for Key Population:** The WHO's definition of key populations is persons who are affected by punitive laws, regulations and policies, severely stigmatized and marginalized, and are disproportionately affected by HIV. This includes men who have sex with men (MSM), transgender persons (TG), sex workers (SW), and people who inject drugs (PWID). The Small Grants Program also includes populations in closed or vulnerable settings such as prisons, fisher folks and truckers.

Community-based outreach is an effective method of overcoming challenges related to reaching out to key populations. Programs should aim to increase KPs' access to health services through the following intervention activities:

- Identifying KP in the community;
- Supporting KP through community-based outreach and peer outreach accompanied by risk; reduction counseling and provision of supplies;
- Strengthening linkages between community and facility based KP services to increase HIV service up-take, enrollment and retention of HIV positive KP members in HIV care and treatment and other health services;
- Providing HIV testing and counseling (HCT) that are accessible to KP (i.e. Mobile counseling and testing, drop-in centers, "hotspots," and households);
- Empowering community to build an enabling environment for KP to access services by addressing stigma and discriminations against KP by mobilizing communities to advocate the marginalized population through raising stakeholders' (i.e. community leaders, law enforcement officers, religious leaders, healthcare workers) awareness and through peer-educators.

**KP Program Prioritized Districts:**

**Central:** Buikwe, Bukomansimbi, Butambala, Buvuma, Gomba, Jinja, Kalungu, Kampala, Kayunga, Kiboga, Kyankwanzi, Luwero, Lwengo, Masaka, Mityana, Mpigi, Mubende, Mukono, Nakaseke, Nakasongola, Rakai, Sembabule, Wakiso

**Western:** Buhweju, Buliisa, Bushenyi, Hoima, Ibanda, Isingiro, Kabale, Kabalore, Kamwenge, Kanungu, Kasese, Kibaale, Kiruhura, Kiryandongo, Kisoro, Kyegegwa, Kyenjojo, Masindi, Mbarara, Mitooma, Ntoroko, Ntungamo, Rubirizi, Rukungiri, Sheema

**Northern:** Agago, Alebtong, Amolatar, Amuru, Apac, Arua, Dokolo, Gulu, Kole, Kotido, Lamwo, Lira, Moroto, Nebbi, Nwoya, Otuke, Oyam, Pader

**Eastern:** Amuria, Bugiri, Busia, Iganga, Kaberamaido, Kamuli, Katakwi, Lyantonde, Mayuge, Namayingo, Ngora, Serere, Sironko, Soroti, Tororo

## **Selection Process**

Applications are accepted throughout the year.

The American Embassy's Small Grants Coordinators conduct preliminary reviews and select a shortlist of applicants based on the following selection criteria:

- Following the application guidelines and formats;
- Technical merits of the application;
- The target number of OVC and/or KP who will benefit from the funding;
- Cost-effectiveness and cost realism of the application;
- Past performance of the organization.

Preliminary reviews may include a site visit. A shortlist is then presented to an internal review committee for final selection. If your project is selected for funding, you will need to provide updated quotations from vendors for items to be purchased.

Grant awards are disbursed in Ugandan shillings. You must account for the funds you have spent by submitting receipts before remaining funds are distributed. Additionally, each project accepted for funding must report details of its results twice a year on specific forms. Reports are used to document the project's accomplishments and demonstrate measurable results.

Community Grants are not intended to fund private profit-making activities or foreign based organizations.

## **Contact Information**

If your organization has a project that meets the Community Grants Program guidelines, we encourage you to complete the application and send it to:

Small Grants Coordinator  
American Embassy  
P.O. Box 7007  
Kampala

or

[kampalapepfar@state.gov](mailto:kampalapepfar@state.gov)

In case of any questions, please contact the Small Grants Office, U.S. Embassy Kampala, tel: +256 0414-306-421 ext. 6421/6141, email: [kampalapepfar@state.gov](mailto:kampalapepfar@state.gov) or visit our website at [http://kampala.usembassy.gov/grants\\_programs.html](http://kampala.usembassy.gov/grants_programs.html)



# COMMUNITY GRANTS PROGRAM TO COMBAT HIV/AIDS APPLICATION

You may complete this form electronically, or provide the following information on separate sheets of paper. **Be sure to follow the format exactly and use the numbered headings provided as you answer each question.**

Due to the large volume of applications, the Small Grants Office will only consider those that carefully follow the guidelines, format and answer all of the questions. All answers should be clear and concise.

## **PART 1: COMMUNITY GRANTS COVER SHEET** **THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR APPLICATION.**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location of Project:

District: \_\_\_\_\_ Subcounty: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Amount requested in Uganda shillings: \_\_\_\_\_ UGX**

Name and Title of Requester:

\_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title of Requester:

\_\_\_\_\_

Signature: \_\_\_\_\_

Attach Photo here:

Attach Photo here:

## PART 2: PROJECT DESCRIPTION AND COSTS

**You must answer these 10 questions. Use NO MORE than 10 pages total for Part 2.**

1. Project Summary: Provide a concise description of the project for which you are applying for funding.
2. Problem Statement: Describe why the project is necessary and what problem or need the project will address.
3. Beneficiaries: Describe how you have identified or will identify the beneficiaries.
4. Project Description: Describe how key populations (KP), adolescent girls and young women (AGYW), and/or orphans and vulnerable children (OVC) will benefit from your project?
5. Please provide target numbers of beneficiaries directly supported by this project.
6. What steps have been taken so far on this project?
7. What is the project implementation timetable (within one year)?
8. How will the project sustain itself in future years?
9. What has the community contributed to the project?
10. Please list all prior contributions to your organization, including funds provided by the Ugandan government and/or other donor organizations. Please include the amount received, the year(s) of the contribution, and the purpose of the assistance.

## PART 3: PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION. PLEASE CHECK BELOW EACH ITEM THAT YOU HAVE INCLUDED.

- ☐ **A detailed budget in Ugandan shillings.** Please provide a detailed list of all materials and expenses that will be needed to complete this project. If possible include pro-forma invoices.
- ☐ A detailed history of your organization and project stating when it was founded, what has been accomplished, what you have done for the community, and how the community supports you (2 *page limit*). Do NOT send the organization's constitution.
- ☐ Proof/certificate of NGO, CBO or FBO status.
- ☐ A map showing how to get to your project from a major road.  
PLEASE NAME THE PROJECT'S GEOGRAPHIC LOCATION: DISTRICT, SUBCOUNTY, VILLAGE AND DISTANCE TO NEAREST LARGE TOWN.
- ☐ Proof of a bank account in the organization's name.
- ☐ Proof that the project has its own land (in the name of the project) or permission to occupy the land (i.e. signed lease agreement or land deed).
- ☐ **Reference letters** (If possible, one should be from a local official and one from a prior or current donor organization).